



<p>City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 2</p>	<p>DATE Revised August 2004 Supersedes September 2002</p>
<p>BEST MANAGEMENT PRACTICE (BMP) PREVENTING WATER USED FOR POWER WASHING FROM ENTERING STORM DRAINS</p>			

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter using a tarp to cover the storm drain and sand bags to secure the tarp. This added protection of the storm drain is secondary to the containing and capturing of the wash water.
3. Before using power washing equipment: Assess if water is necessary to remove the substance(s) from the surface. Use dry clean up methods (broom or absorbent material), or mop to clean the surface whenever possible.
4. If power washing is necessary, locate high and low spots to determine the direction of flow from the work area, and where the wash water can be pooled for collection or directed into landscaped areas to seep into the ground.
5. Be certain the work area is free of all debris prior to power washing (follow all BMPs that apply).
6. Fully assess the work area and how wash water can be contained. Items to be considered include the location and size of the area, wash water containment options, wet/dry vac capabilities, and wash water disposal methods (landscaping or sewer system). For example, the work may require two staff to complete (one person to power wash; one to collect the wash water), or if done solo, the work will need to be completed in stages to completely contain and collect the wash water.
7. Place safety cones around the area to be power washed. Set up containment barriers as needed.
8. Wear all appropriate personal protective equipment (eye protection, boots).
9. During the power washing activity: Monitor the containment area continuously to ensure that wash water is contained and not allowed to enter the storm water conveyance system (including parking lots, street gutters, roads, and storm drains). Wash water from power washing **parking lots** must be captured and contained before it reaches the street gutter. Wash water from power washing **sidewalks** may be contained in the street gutter if absolutely necessary, providing no wash water overflows the containment barrier.
10. Avoid using chemicals in the power washing process.
11. Dispose of wash water into landscaped areas or through the sewer system. Wash water directed into landscaped areas must seep into the ground and not cause run off.
12. At conclusion of activity, visually inspect storm drain, clean up any debris; remove tarps, sand bags, safety cones, and containment barriers.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

Storm Water Guidelines For Power Washing In Downtown Enhancement Areas

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

See ALL

CHEMICAL

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Equipment Technician
 Grounds Maintenance Worker
 Utility Worker
 (plus any site staff who may be required to power wash in an emergency situation)

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractors

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Tarp, Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Blower
 Broom/Dustpan
 Containment Barrier (ex., Additional Sand Bags, Absorbent Socks)
 Filter Fabric
 Mop/Bucket
 Power Washing System
 Safety Cone
 Squeegee
 Trash Bag
 Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY

Medians
 Parks
 Recreation Centers
 Rights-of-Way

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Shut down power wash equipment immediately and shut off water at the source. Wet/dry vac excess water.
 Check containment barriers and storm drain protection; reinforce if needed.

EVALUATION CRITERIA

Following Storm Water Code Enforcement requirements.
 Supervisors will conduct and document periodic visual inspections.

**BEST MANAGEMENT PRACTICE
DEVELOPED BY:**

Park and Recreation Department Staff
 Johnny Tully, Grounds Maintenance Manager



**BEST MANAGEMENT PRACTICE
REVIEWED/COMPILED(+) BY:
Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator+
 Lisa Rini, Training Program Manager

REVISION HISTORY

2004 Joy Newman and Lisa Rini

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245. ::
 San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 3</p>	<p>DATE SEPTEMBER 2002</p>
<p>BEST MANAGEMENT PRACTICE (BMP) APPLYING PAINT/WHITEWASH TO STRUCTURES (Includes Form)</p>			

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Prior to scraping or removing paint, complete a Work Request Form for the Asbestos and Lead Management Program (see Form). This form does not need to be completed if it is known that the base paint is latex.
4. Place drop cloth under or around object/area being painted.
5. Wear appropriate personal protective equipment.
6. Pour paint into roller tray over drop cloth.
7. Keep paint, roller tray, and brushes on drop cloth.
8. Per HazMat procedures: Roll up drop cloth and dispose of properly, wash water-based brushes in sink, dispose of paint cans.
9. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

C
H
E
M
I
C
A
L

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY Administrative Regulation 75.65 (Hazardous Materials Management Plan) Administrative Regulation 75.75 (Hazardous Materials Training)</p> <p>DEPARTMENT POLICY No written policy at this time</p> <p>BEST MANAGEMENT PRACTICE No additional reference</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Golf Starter
 Grounds Maintenance Worker
 Lead Cemetery Groundskeeper
 Recreation Leader
 Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Bucket
 Drop Cloth
 Label and Material Data Safety Sheet (MSDS) for Paint
 Mop
 Roller Tray
 Work Request Form for Asbestos and Lead Management Program

LOCATION OF USE/ACTIVITY

Golf Course Maintenance Buildings
 Repair Shops

SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Mop/wipe up spill from hardscape.
 Follow procedures listed on the paint label and Material Safety Data Sheet (MSDS).

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 If all Department procedures are followed, no paint is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Francisco Castruita, Area Manager II
 Kevin Jiampa, Utility Supervisor
 John Mellein, Nursery Supervisor

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services ♦
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

CITY of SAN DIEGO

WORK REQUEST FOR ASBESTOS & LEAD MANAGEMENT PROGRAM

Department _____ Division _____ Dept# _____

Contact Person _____ MS# _____ Phone/Fax _____

Facility Name _____ Facility # _____

Facility Address _____ Age of Facility: _____

Description of Proposed Work (explain detail of work as well as what part of facility)

Plans Attached: ☐ YES ☐ NO

Target Start Date _____

Please fill in accounting:

Fund _____

Dept _____

Org _____

Obj.Acct _____

Job Order _____

Send completed form to: **ASBESTOS & LEAD MANAGEMENT PROGRAM**
9601 Ridgehaven Court, Suite 320, San Diego, CA 92123 or MS 1103-B

FOR OFFICE USE ONLY

Date Received _____ Inspector _____

Records/Inspection Information _____

Impact on Project _____



ASBESTOS & LEAD PROGRAM INSPECTOR _____

DATE _____

ASBESTOS & LEAD PROGRAM MANAGER _____

DATE _____

Asbestos & Lead Management Program – (858) 573-1262 (FAX) (858) 492-5089

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) USING SOLVENTS</p>		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Wear appropriate personal protective equipment (minimum of gloves and eye protection).
4. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

Parts Washer Machines

5. Perform parts washing inside basin of machine.
6. Wipe up any solvent spilled during cleaning with absorbent materials and dispose of per HazMat procedures.

Cleaning Pruning Equipment

7. Mix department approved solution in bucket over landscape area.
8. Dip rag in solution, and wipe off pruning equipment.
9. Dispose of Department-approved solution per Material Safety Data Sheet (MSDS) specifications; rinse out rags in a sink and dry for reuse.

Recreation Programs/Crafts

10. Wipe up any solvent spilled during activity with absorbent materials and dispose of per HazMat procedures.

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY Administrative Regulation 75.65 (Hazardous Materials Management Plan) Administrative Regulation 75.75 (Hazardous Materials Training)</p> <p>DEPARTMENT POLICY No written policy at this time</p> <p>BEST MANAGEMENT PRACTICE No additional reference</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Equipment Technician
Grounds Maintenance Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
Spill Kit
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Absorbent Material (Hydrophobic Socks, Sand or Rags)
Hazardous Waste Containers
Label and Material Safety Data Sheet (MSDS) for solvent

LOCATION OF USE/ACTIVITY

Golf Course Maintenance Buildings
Mower Repair Shop
Irrigation Repair Shop

SURFACES AFFECTED

Asphalt
Concrete

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow HazMat procedures for spills.

EVALUATION CRITERIA

Compliance with industry standards.
If all Department procedures are followed, no solvent is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Steve Remley, District Manager
Pat Segawa, Golf Course Manager
Clay Walsten, Equipment Technician III



BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
Joy Newman, Environmental Services ♦
Margaret Ransom, Training Coordinator
Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

City of San Diego PARK AND RECREATION DEPARTMENT		CATEGORY CHEMICAL	PAGE 1 of 10	DATE SEPTEMBER 2002
 		BEST MANAGEMENT PRACTICE (BMP) REMOVING, ADDING OR CHANGING VEHICLE/EQUIPMENT FLUIDS (Includes Attachment and Form)		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. A spill kit should be available prior to beginning task.
4. Place an absorbent pad or pan under area being worked on and/or cover floor drains if they lead to storm drain.
5. Wear appropriate personal protective equipment (minimum of gloves and eye protection).
6. Remove, add or change fluid according to equipment specifications.
7. Wipe off any overflow with a rag or use absorbent materials; dispose of rag or absorbent materials per HazMat procedures (see Attachment and Form).
8. If a spill has occurred, use absorbent material to clean up and dispose of per HazMat procedures (see Attachment and Form).
9. At conclusion of activity, visually inspect storm drain, clean up any liquid debris; remove bags, socks or covers if used.

CHEMICAL

MAPS Map of storm drain locations must be available to staff at every work location.
MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.
FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES CITY POLICY Administrative Regulation 75.65 (Hazardous Materials Management Plan) Administrative Regulation 75.75 (Hazardous Materials Training) DEPARTMENT POLICY No written policy at this time BEST MANAGEMENT PRACTICE See FUELING EQUIPMENT

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

All Department Employees

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

None identified

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Absorbent Material or Pad (Rags or Corn Cobs)
 Emergency Release Follow-up Notice Reporting Form (Form 304)
 Emergency Spill Response Plan Attachment
 Hazardous Waste Containers
 Hydrophobic Pads
 Kitty Litter
 Label and Material Data Safety Sheet (MSDS) for Vehicle and Equipment Fluids
 O-98 (see Attachment)
 Shovel
 Trash Bag

POSSIBLE LOCATIONS OF USE/ACTIVITY

Designated Work Areas
 Golf Course Maintenance Buildings
 Mower Repair Shop

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow HazMat procedures for spills and Emergency Spill Response Plan (see Attachment and Form).

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 If all Department procedures are followed, no vehicle fluids are expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Francisco Castruita, Area Manager II
 Kevin Jampa, Utility Supervisor
 Pat Segawa, Golf Course Manager
 Joe Vissers, Utility Supervisor
 Clay Walsten, Equipment Technician III
 Becky Yzaguirre, Area Manager II

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services ♦
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

Park & Recreation Emergency Spill Response Plan

Small Spills
on Turf
about 1 gallon or less

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads on spill site to cover area affected. (Use hydrophobic pads if area is wet.)
5. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads into trash bag.
8. Use rags to soak up any residue or oil not picked up by absorbent pads. Place used rags in trash bags.
9. When done, place personal protective equipment into trash bag.
10. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
11. Return to work once machine is repaired.
12. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take trash bag to your Division facility for proper disposal,
DO NOT PUT INTO TRASH BIN!
 - c. Turn in Form 304 to supervisor.

*** Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Medium Spills
on Turf
about 1 gallon to 5 gallons

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Use spill socks to contain spill site, if oil is spreading over more area.
5. Place enough absorbent pads on spill site to cover area affected. (Use hydrophobic pads if area is wet or if more pads are needed.)
6. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
7. If more pads are needed contact your supervisor.
8. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
9. Using personal protective equipment, place absorbent pads into trash bag.
10. Use rags to soak up any residue or oil not picked up by absorbent pads. Place used rags in trash bags.
11. If oil has soaked into the soil, affected soil will need to be removed:
 - a. Remove contents from a trash can and add new trash bag.
 - b. Using a shovel to remove affected soil only and place into trash can.
 - c. Notify supervisor that replacement soil will be needed and also notify area GMW of area.
12. When done, place personal protective equipment into trash bag.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine is repaired.
15. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take trash bag to your Division facility for proper disposal,
DO NOT PUT INTO TRASH BIN!
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills
on Turf
over 5 gallons

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is leaking large quantities of fluid, try to stop fluid flow if possible.
4. Use spill socks to contain spill site, if oil is spreading over more area.
5. Contact other on site staff and supervisor for assistance and additional supplies, if needed.
6. Place enough absorbent pads and/or corn cob absorbent on spill site to cover area affected. (Use hydrophobic pads if area is wet or if more pads are needed.)
7. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
8. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
9. Using personal protective equipment, place absorbent pads into trash bag.
10. Use rags to soak up any residue or oil not picked up by absorbent pads. Place used rags in trash bags.
11. If oil has soaked into the soil, affected soil will need to be removed:
 - a. Remove contents from a trash can and add new trash bag.
 - b. Using a shovel to remove affected soil only and place into trash can.
 - c. Notify supervisor that replacement soil will be needed and also notify area GMW of area.
12. When done, place personal protective equipment into trash bag.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine is repaired.
15. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take trash bag to your Division facility for proper disposal,
DO NOT PUT INTO TRASH BIN!
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Small Spills on Concrete/Asphalt about 1 gallon or less

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads and socks on spill site to cover and contain area affected. (Use hydrophobic pads if area is wet.)
5. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads into trash bag.
8. Use rags to soak up any oil not picked up by absorbent pads. Place used rags in trash bags.
9. Concrete:
 - a. Pour O-98 on spill area.
 - b. Scrub spill area with rag.
 - c. Place rags in trash bag.Asphalt:
 - a. Wet rag with O-98.
 - b. Wipe down spill area.
 - c. Place rags in trash bag.
10. Sprinkle kitty litter over spill area.
11. For concrete only: Crush or rub kitty litter into concrete with your shoes.
12. Sweep up excess kitty litter and dispose of regular trash.
13. When done, place personal protective equipment into trash bag.
14. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
15. Return to work once machine is repaired.
16. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take trash bag to your Division facility for proper disposal,
DO NOT PUT INTO TRASH BIN!
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Medium Spills
on Concrete/Asphalt
about 1 gallon to 5 gallons

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads and socks on spill site to cover and contain area affected. (Use hydrophobic pads if area is wet.)
5. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
6. If more absorbent is needed contact your supervisor or other site staff.
7. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
8. Using personal protective equipment, place absorbent into trash bag.
9. Use rags to soak up any oil not picked up by absorbent. Place used rags in trash bags.
10. Concrete:
 - a. Pour O-98 on spill area.
 - b. Scrub spill area with rag.
 - c. Place rags in trash bag.Asphalt:
 - a. Wet rag with O-98.
 - b. Wipe down spill area.
 - c. Place rags in trash bag.
11. Sprinkle kitty litter over spill area.
12. For concrete only: Crush or rub kitty litter into concrete with your shoes.
13. Sweep up excess kitty litter and dispose of regular trash.
14. When done, place personal protective equipment into trash bag.
15. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
16. Return to work once machine is repaired.
17. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take trash bag to your Division facility for proper disposal,
DO NOT PUT INTO TRASH BIN!
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills on Concrete/Asphalt over 5 gallons

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is leaking large quantities of fluid, try to stop fluid flow if possible and place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads and socks on spill site to cover and contain area affected. (Use hydrophobic pads if area is wet.)
5. Contact supervisor or other on site staff for assistance and additional supplies, if needed.
6. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
7. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
8. Using personal protective equipment, place absorbent into trash bag.
9. Use rags to soak up any oil not picked up by absorbent. Place used rags in trash bags.
10. Concrete:

- a. Pour O-98 on spill area.
 - b. Scrub spill area with rag.
 - c. Place rags in trash bag.

Asphalt:

- a. Wet rag with O-98.
 - b. Wipe down spill area.
 - c. Place rags in trash bag.
11. Sprinkle kitty litter over spill area.
12. For concrete only: Crush or rub kitty litter into concrete with your shoes.
13. Sweep up excess kitty litter and dispose of regular trash.
14. When done, place personal protective equipment into trash bag.
15. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
16. Return to work once machine is repaired.
17. At end of day:

- a. Return spill kit to be restocked.
 - b. Take trash bag to your Division facility for proper disposal,
DO NOT PUT INTO TRASH BIN!
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

EMERGENCY RELEASE FOLLOWUP NOTICE REPORTING FORM (SECTION 304)

1. Business Name & Address: _____			
Business Name		Subsidiary, Division, or Facility (if applicable)	
Street Address	City/Community	County	Zip
Name & Phone of Emergency Contact at Facility: _____ () - _____			
Name		Phone	
Location of Incident: _____			
Subsidiary, Division, or Facility (if applicable)		Lot No. or Building No. (if applicable)	
Street Address	City/Community	County	Zip
Date of Incident:	<u>Organizations Notified</u>		<u>Date & Time of Notification</u>
Mo Day Yr	<input type="checkbox"/> National Response Center		(on _____ at _____ a.m./p.m.)
	<input type="checkbox"/> State Emergency Response Commission		(on _____ at _____ a.m./p.m.)
	<input type="checkbox"/> Local Emergency Planning Committee		(on _____ at _____ a.m./p.m.)
2. Chemical Name (or Trade Name & CAS Number): _____			
		Name	CAS No.
Is the Chemical on the Extremely Hazardous Substances (302) List? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the Chemical Release Reportable Under CERCLA 103(a)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Physical State Stored: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas			
3. <u>Time of Release</u>	<u>Duration of Release</u>	<u>Physical State Released</u>	<u>Quantity Released</u>
_____ a.m./p.m.	_____ days	<input type="checkbox"/> Solid	_____ lbs.
	_____ hours	<input type="checkbox"/> Liquid	_____ gal.
	_____ minutes	<input type="checkbox"/> Gas	_____ cu. ft.
4. <u>Factors Contributing to Release</u>		5. <u>Agencies Notified</u>	
<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Training Deficiencies	<input type="checkbox"/> Fire Dept	<input type="checkbox"/> Hazardous Materials (HazMat) Unit
<input type="checkbox"/> Operator Error	<input type="checkbox"/> Unusual Weather Conditions	<input type="checkbox"/> Police Dept	<input type="checkbox"/> State Agency
<input type="checkbox"/> Faulty Process Design	<input type="checkbox"/> Other _____	<input type="checkbox"/> Health Dept	<input type="checkbox"/> Other _____
6. <u>Actions Taken</u>			
<input type="checkbox"/> Containment	<input type="checkbox"/> Decontamination of Persons Equipment	<input type="checkbox"/> System Shut Down	
<input type="checkbox"/> Dilution /Neutralization	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Monitoring	
<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Diversion of Release to Treatment	<input type="checkbox"/> Other _____	
7. <u>Known or Anticipated Health Effects of Release</u>			
Acute or immediate: _____			
Chronic or Delayed: _____			
Total Injuries Resulting from Release: _____		Total Hospitalizations Resulting from Release: _____	
8. <u>Advice Regarding Medical Attention for Exposed Individuals</u>			

9. Additional Information about the Release (e.g., media into which chemical was released, danger to fish or wildlife)			

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

Signature of Reporting Representative _____

Date _____

Reporting Facility Representative (print or type) _____

Instructions for Completing this Form

- Block 1 - Enter the name of the business, name and telephone number of the facility contact who can provide detailed information concerning the accidental release. Include the street address, city, county, and zip code where the accident occurred. Indicate the date of the incident. Place a check mark beside the organization(s) notified and indicate the time verbal notification was made.
- Block 2 - Provide information about the chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Indicate whether the chemical is listed as an EPCRA Section 302 extremely hazardous substance. Check if the chemical also is reportable under Superfund. Mark the category that applies to the chemical's physical state during storage.
- Block 3 - Indicate the time the release first started and its duration. Note the chemical's physical state when it was released. Provide the best available information on how much of the substance was released into the environment.
- Block 4 - Mark all categories that may have contributed to the accident. Use the comments section or attach a separate sheet, if necessary.
- Block 5 - Mark all categories that show which agencies were notified of the release. Use the comments section or attach a separate sheet, if necessary.
- Block 6 - Check all actions taken to contain the release. Include actions taken by the facility and by emergency responders (firefighters, police, etc.)
- Block 7 - List known or anticipated acute or chronic health risks associated with the release. Describe the likelihood of disease or death resulting from human exposure to a potential environmental hazard. List the number of injuries and hospitalizations that resulted from the release. Give any information available about concentrations or levels of exposure.
- Block 8 - What are the consequences if people are exposed to the released substance? Include information on the type of medical attention required for individuals exposed to the chemical released. Provide information on how long the short-term health effects (those that may show up within a few weeks of the incident) will continue to be felt. Describe any long-term concerns. Indicate when and how this information was made available to those exposed and to medical personnel.
- Block 9 - List any additional pertinent information, including any potential danger to fish or wildlife, as well as the media into which the chemical was released.

Print or type the name of the reporting facility representative. Include the signature of the reporter and the date the report was submitted. Mail the completed form to the state emergency response commission in the state where the accident occurred and copies to all local emergency planning committees whose jurisdictions may be at risk from the release (See Right-To-Know Planning Guide p. 591:100f).

Resources

Information on toxicological potency and exposure are needed to perform risk assessments. Some resources listed below may help determine the extent of the health risk resulting from a toxic release.

State Emergency Response Commissions. Each state is required to establish a commission that serves as the link between local and federal emergency response teams. The SERC supervises the local emergency planning committee's actions by coordinating chemical information received from industry and EPA and assists understanding and communicating chemical risks.

Local Emergency Planning Committees. These local groups include representatives from many organizations including elected officials, police and fire departments, health environment, and transportation agencies. LEPCs may have meteorological, topological, hydrological, and demographic information.

State/Local Poison Control Centers. Toxicologists at poison control centers can discuss the acute and chronic health effects from exposure to hazardous chemicals and describe preventive actions and remedial measures that should be taken to minimize health problems.

American Chemical Society (ACS). This industry organization has nearly 200 local chapters across the United States. Its members are chemists and chemical engineers who can help interpret technical data. (202) 872-4660.



Agency for Toxic Substances and Disease Registry (ATSDR). Personnel from this agency, which is a component of the Centers for Disease Control, can discuss toxic substance use and associated adverse health effects. Call you EPA regional office (See Right-To-Know Planning Guide p. 591:2231).

Census Bureau. Data may be reviewed to determine the size, distribution, and demographic characteristics of a geographically defined population.

COMMENTS

(Please use this space for additional comments or information)

Call Cheryl Lester if you need help in completing this form

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 8</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) FUELING GENERATORS OR EQUIPMENT WITH GASOLINE OR DIESEL (Includes Attachment and Form)</p>		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Access to a spill kit is required prior to transferring of fuel.
4. Wear appropriate personal protective equipment (minimum of gloves and eye protection).
5. Pour gas/diesel using a funnel or fuel can with a spout; be careful to avoid overflow.
6. If a spill has occurred, use absorbent material to clean up and dispose of per HazMat requirements (see Attachment and Form). Extinguish all ignition sources.
7. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

C
H
E
M
I
C
A
L

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY Administrative Regulation 75.65 (Hazardous Materials Management Plan) Administrative Regulation 75.75 (Hazardous Materials Training)</p> <p>DEPARTMENT POLICY No written policy at this time</p> <p>BEST MANAGEMENT PRACTICE No additional reference</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Area Manager	Grounds Maintenance Supervisor
Assistant Recreation Center Director	Grounds Maintenance Worker
Equipment Operator	Nursery Gardener
Equipment Technician	Recreation Center Director
Greenskeeper	Utility Worker
Greenskeeper Supervisor	

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

5 Gallon Poly Container with Lid
 Absorbent Material or Pad (Rags or Corn Cobs)
 Emergency Release Follow-up Notice Reporting Form (Section 304)
 Emergency Spill Response Plan Attachment
 Fuel Can
 Funnel
 Hydrophobic Pads
 Label and Material Data Safety Sheet (MSDS) for Gas and Diesel Fuel
 Kitty Litter
 Trash Bag

POSSIBLE LOCATIONS OF USE/ACTIVITY

Fields
 Golf Courses
 Pump Stations
 Repair Facilities
 Special Events
 Tool Sheds

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow HazMat procedures for spills (see Attachment and Form).

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 If all Department procedures are followed, no fuel is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**

Francisco Castruita, Area Manager II
 Ben Perry, Utility Supervisor
 Mike Rodriguez, Area Manager II
 Pat Segawa, Golf Course Manager
 Clay Walsten, Equipment Technician III

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services ♦
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office

War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

Park & Recreation Emergency Spill Response Plan

Small Spills
on Turf
about 1 gallon or less

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine/equipment is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Place enough absorbent pads on spill site to cover area affected.
5. Notify supervisor and owner of machine/equipment if different than supervisor, depending on machine and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads in 5 gallon poly container with lid and label using completed hazardous waste labels.
8. Use rags to soak up any residue not picked up by absorbent pads. Place used rags with the absorbent pads in 5 gallon poly with lid container.
9. When done, place personal protective equipment in 5 gallon poly container with lid. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
10. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
11. Return to work once machine/equipment is repaired.
12. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills
on Turf
more than 1 gallon

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine/equipment is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Use spill socks to contain spill site, if gas/diesel is spreading over more area.
5. Place enough absorbent pads on spill site to cover area affected.
6. Notify supervisor and owner of machine/equipment if different than supervisor, depending on machine/equipment and nature of problem.*
7. If more pads are needed contact your supervisor.
8. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
9. Using personal protective equipment, place absorbent pads in 5 gallon poly with lid and label using completed hazardous waste labels.
10. Use rags to soak up any residue not picked up by absorbent pads. Place used rags with the absorbent pads in 5 gallon poly with lid container.
11. If gas/diesel has soaked into the soil, affected soil will need to be removed:
 - a. Using a shovel to remove affected soil only and place in 5 gallon poly with lid container.
 - b. Notify supervisor that replacement soil will be needed and also notify area GMW of area.
12. When done, place personal protective equipment in 5 gallon poly with lid container. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine/equipment is repaired.
15. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Small Spills on Concrete/Asphalt about 1 gallon or less

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Place enough absorbent pads and socks on spill site to cover and contain area affected.
5. Notify supervisor and owner of machine if different than supervisor, depending on machine/equipment and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads in 5 gallon poly container with lid and label using completed hazardous waste labels.
8. Use rags to soak up any gas/diesel not picked up by absorbent pads. Place used rags with the absorbent pads in trash bags.
9. Sprinkle kitty litter over spill area.
10. For concrete only: Crush or rub kitty litter into concrete with your shoes.
11. Sweep up excess kitty litter and dispose of in 5 gallon poly container with lid.
12. When done, place personal protective equipment in 5 gallon poly container with lid. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine/equipment is repaired.
15. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills on Concrete/Asphalt more than 1 gallon

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Place enough absorbent pads and socks on spill site to cover and contain area affected.
5. Notify supervisor and owner of machine/equipment if different than supervisor, depending on machine/equipment and nature of problem.*
6. If more absorbent is needed contact your supervisor or other site staff.
7. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
8. Using personal protective equipment, place absorbent in 5 gallon poly container with lid and label using completed hazardous waste labels.
9. Use rags to soak up any gas/diesel not picked up by absorbent. Place used rags with the absorbent pads in 5 gallon poly container with lid.
10. Sprinkle kitty litter over spill area.
11. For concrete only: Crush or rub kitty litter into concrete with your shoes.
12. Sweep up excess kitty litter and dispose of regular trash.
13. When done, place personal protective equipment in 5 gallon poly container with lid. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
14. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
15. Return to work once machine is repaired.
16. At end of day:
 - a. Return spill kit to be restocked.
 - b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
 - c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

EMERGENCY RELEASE FOLLOWUP NOTICE REPORTING FORM (SECTION 304)

1. Business Name & Address: _____			
Business Name		Subsidiary, Division, or Facility (if applicable)	
Street Address	City/Community	County	Zip
Name & Phone of Emergency Contact at Facility: _____ () - _____			
Name		Phone	
Location of Incident: _____			
Subsidiary, Division, or Facility (if applicable)		Lot No. or Building No. (if applicable)	
Street Address	City/Community	County	Zip
Date of Incident: _____	<u>Organizations Notified</u>		<u>Date & Time of Notification</u>
Mo Day Yr	<input type="checkbox"/> National Response Center		(on _____ at _____ a.m./p.m.)
	<input type="checkbox"/> State Emergency Response Commission		(on _____ at _____ a.m./p.m.)
	<input type="checkbox"/> Local Emergency Planning Committee		(on _____ at _____ a.m./p.m.)
2. Chemical Name (or Trade Name & CAS Number: _____			
		Name	CAS No.
Is the Chemical on the Extremely Hazardous Substances (302) List? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the Chemical Release Reportable Under CERCLA 103(a)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Physical State Stored: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas			
3. <u>Time of Release</u>	<u>Duration of Release</u>	<u>Physical State Released</u>	<u>Quantity Released</u>
_____ a.m./p.m.	_____ days	<input type="checkbox"/> Solid	_____ lbs.
	_____ hours	<input type="checkbox"/> Liquid	_____ gal.
	_____ minutes	<input type="checkbox"/> Gas	_____ cu. ft.
4. <u>Factors Contributing to Release</u>		5. <u>Agencies Notified</u>	
<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Training Deficiencies	<input type="checkbox"/> Fire Dept	<input type="checkbox"/> Hazardous Materials (HazMat) Unit
<input type="checkbox"/> Operator Error	<input type="checkbox"/> Unusual Weather Conditions	<input type="checkbox"/> Police Dept	<input type="checkbox"/> State Agency
<input type="checkbox"/> Faulty Process Design	<input type="checkbox"/> Other _____	<input type="checkbox"/> Health Dept	<input type="checkbox"/> Other _____
6. <u>Actions Taken</u>			
<input type="checkbox"/> Containment	<input type="checkbox"/> Decontamination of Persons Equipment	<input type="checkbox"/> System Shut Down	
<input type="checkbox"/> Dilution /Neutralization	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Monitoring	
<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Diversion of Release to Treatment	<input type="checkbox"/> Other _____	
7. <u>Known or Anticipated Health Effects of Release</u>			
Acute or immediate: _____			
Chronic or Delayed: _____			
Total Injuries Resulting from Release: _____		Total Hospitalizations Resulting from Release: _____	
8. <u>Advice Regarding Medical Attention for Exposed Individuals</u>			

9. Additional Information about the Release (e.g., media into which chemical was released, danger to fish or wildlife)			

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

Signature of Reporting Representative

Date

Reporting Facility Representative (print or type) _____

Instructions for Completing this Form

- Block 1 - Enter the name of the business, name and telephone number of the facility contact who can provide detailed information concerning the accidental release. Include the street address, city, county, and zip code where the accident occurred. Indicate the date of the incident. Place a check mark beside the organization(s) notified and indicate the time verbal notification was made.
- Block 2 - Provide information about the chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Indicate whether the chemical is listed as an EPCRA Section 302 extremely hazardous substance. Check if the chemical also is reportable under Superfund. Mark the category that applies to the chemical's physical state during storage.
- Block 3 - Indicate the time the release first started and its duration. Note the chemical's physical state when it was released. Provide the best available information on how much of the substance was released into the environment.
- Block 4 - Mark all categories that may have contributed to the accident. Use the comments section or attach a separate sheet, if necessary.
- Block 5 - Mark all categories that show which agencies were notified of the release. Use the comments section or attach a separate sheet, if necessary.
- Block 6 - Check all actions taken to contain the release. Include actions taken by the facility and by emergency responders (firefighters, police, etc.)
- Block 7 - List known or anticipated acute or chronic health risks associated with the release. Describe the likelihood of disease or death resulting from human exposure to a potential environmental hazard. List the number of injuries and hospitalizations that resulted from the release. Give any information available about concentrations or levels of exposure.
- Block 8 - What are the consequences if people are exposed to the released substance? Include information on the type of medical attention required for individuals exposed to the chemical released. Provide information on how long the short-term health effects (those that may show up within a few weeks of the incident) will continue to be felt. Describe any long-term concerns. Indicate when and how this information was made available to those exposed and to medical personnel.
- Block 9 - List any additional pertinent information, including any potential danger to fish or wildlife, as well as the media into which the chemical was released.

Print or type the name of the reporting facility representative. Include the signature of the reporter and the date the report was submitted. Mail the completed form to the state emergency response commission in the state where the accident occurred and copies to all local emergency planning committees whose jurisdictions may be at risk from the release (See Right-To-Know Planning Guide p. 591:1001)

Resources

Information on toxicological potency and exposure are needed to perform risk assessments. Some resources listed below may help determine the extent of the health risk resulting from a toxic release.

State Emergency Response Commissions. Each state is required to establish a commission that serves as the link between local and federal emergency response teams. The SERC supervises the local emergency planning committee's actions by coordinating chemical information received from industry and EPA and assists understanding and communicating chemical risks.

Local Emergency Planning Committees. These local groups include representatives from many organizations including elected officials, police and fire departments, health environment, and transportation agencies. LEPCs may have meteorological, topological, hydrological, and demographic information.

State/Local Poison Control Centers. Toxicologists at poison control centers can discuss the acute and chronic health effects from exposure to hazardous chemicals and describe preventive actions and remedial measures that should be taken to minimize health problems.

American Chemical Society (ACS). This industry organization has nearly 200 local chapters across the United States. Its members are chemists and chemical engineers who can help interpret technical data. (202) 872-4600.



Agency for Toxic Substances and Disease Registry (ATSDR). Personnel from this agency, which is a component of the Centers for Disease Control, can discuss toxic substance use and associated adverse health effects. Call you EPA regional office (See Right-To-Know Planning Guide p. 591:2231).

Census Bureau. Data may be reviewed to determine the size, distribution, and demographic characteristics of a geographically defined population.

COMMENTS

(Please use this space for additional comments or information)

Call Cheryl Lester if you need help in completing this form

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) USING DISINFECTANTS</p>		

PROCEDURES

1. For indoor restroom maintenance: Follow standard Department restroom procedures.
2. For outdoor restroom maintenance: Locate storm drains; visually inspect and remove debris prior to beginning activity; pick up any solids, debris, or trash in area to be disinfected and dispose of in trash.
3. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
4. Wear appropriate personal protective equipment (minimum of rubber gloves and eye protection).
5. Use only chemicals that have been issued by the City and follow Material Safety Data Sheet (MSDS) and label procedures; use personal protective equipment according to the label.
6. Contain or absorb any fluid to prevent spreading on porous surface (using sand or absorbent material); shovel or sweep up.
7. Disinfect the area and rinse/mop with water; use wet/dry vac if excessive liquid.
8. If hosing surfaces, use wet/dry vac or squeegee off hardscape away from storm drain.
9. Clean and disinfect all equipment used in cleanup; rinse into sewer system (ex., mop sink).
10. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

CHEMICAL

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES CITY POLICY Blood and Bodily Fluid DEPARTMENT POLICY Restroom Maintenance Procedure BEST MANAGEMENT PRACTICE See BLOOD AND BODILY FLUID, PET WASTE, HUMAN WASTE</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Area Manager	Recreation Aide
Assistant Recreation Center Director	Recreation Center Director
Custodian	Recreation Leader
Greenskeeper	Recreation Specialist
Greenskeeper Supervisor	Supervising Custodian
Grounds Maintenance Worker	Swimming Pool Manager
Pool Guard	

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Bucket/Mop
 Broom/Shovel/Dustpan
 Label and Material Safety Data Sheet (MSDS) for Disinfectant
 Squeegee
 Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY

Restrooms
 Park Facilities
 Parks
 Pools

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow label and Material Safety Data Sheet (MSDS). If spilled, follow Hazardous Waste procedures.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 If all Department procedures are followed, no pollutant is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff



Mark Cannon, Building Supervisor
 Erika Ferreira, Swimming Pool Manager III
 Kevin Jiampa, Utility Supervisor
 Randy Jones, Area Manager II
 Pat Segawa, Golf Course Manager
 Phyllis Swanegan, Supervising Custodian

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
 San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) USING CRAFT MATERIALS</p>		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Use only nontoxic, water soluble craft supplies when possible.
4. Indoors: Clean up all craft supplies used indoors into sinks or mop sinks that are connected to the sewer system.
5. Outdoors: Position craft materials used outdoors as far away from storm drains as possible.
6. Provide adequate number of trash cans and trash bags.
7. Absorb any liquid craft supplies or spills with absorbent material (rags, paper towels, etc.) and dispose of used cleaning materials in trash.
8. Sweep up debris into trash bags or dust pan and dispose of in trash.
9. Clean up residue with soap and water using buckets, mops, and rags.
10. Empty buckets and clean out sponges and rags indoors (ex., sink or mop sink).
11. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

C
H
E
M
I
C
A
L

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY No written policy at this time</p> <p>DEPARTMENT POLICY No written policy at this time</p> <p>BEST MANAGEMENT PRACTICE See LITTER, OTHER CHEMICALS, PAINT, SOLVENTS</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Assistant Recreation Center Director	Recreation Leader
Recreation Aide	Recreation Specialist
Recreation Center Director	

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractual Staff, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Bucket/Mop
 Broom/Dustpan
 Paper Towel
 Rag
 Sponge
 Trash Bag/Can

POSSIBLE LOCATIONS OF USE/ACTIVITY

Beaches
 Fields (Multipurpose Areas)
 Parks
 Streets

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**



Kathy Aceves, District Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

City of San Diego PARK AND RECREATION DEPARTMENT		CATEGORY CHEMICAL	PAGE 1 of 2	DATE SEPTEMBER 2002
 		BEST MANAGEMENT PRACTICE (BMP) USING OTHER CHEMICALS (EX., SOAP)		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity; pick up any solids, debris, or trash in area to be disinfected and dispose of in trash.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Use only chemicals that have been reviewed in Material Safety Data Sheet (MSDS) tailgates by supervisor.
4. Follow Material Safety Data Sheet (MSDS) and label procedures for all chemicals used; use appropriate personal protective equipment.
5. If hosing surfaces, use wet/dry vac or squeegee off hardscape away from storm drain.
6. Rinse/clean all equipment used according to the chemical label Material Safety Data Sheet (MSDS) into sewer system (ex., mop sink).
7. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

C
H
E
M
I
C
A
L

MAPS Map of storm drain locations must be available to staff at every work location.
MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.
FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES CITY POLICY No written policy at this time DEPARTMENT POLICY No written policy at this time BEST MANAGEMENT PRACTICE See ALL

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Area Manager	Recreation Center Director
Assistant Recreation Center Director	Recreation Leader
Custodian	Recreation Specialist
Grounds Maintenance Worker	Supervising Custodian
Pool Guard	Swimming Pool Manager
Recreation Aide	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Bucket/Mop
 Broom/Shovel/Dustpan
 Label and Material Safety Data Sheet (MSDS) for Chemical
 Squeegee
 Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY

Parks
 Park Facilities

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow label and Material Safety Data Sheet (MSDS).
 If spilled, follow Hazardous Materials procedures.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 If all Department procedures are followed, no pollutant is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Mark Cannon, Building Supervisor
 Ben Perry, Utility Supervisor
 Javier Rodriguez, Grounds Maintenance
 Supervisor



BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY MAINTENANCE</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) DEMOLISHING AND/OR POURING CONCRETE</p>		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks if the pollutant is a liquid; or cover the storm drain if airborne).
3. At conclusion of demolition or pouring activities, visually inspect storm drain; remove bags, socks or covers if used.

Demolition

4. Break up or cut concrete to be removed, load into truck; take old concrete and debris to landfill for recycle.
5. Pick up dust/slurry with wet/dry vac; use shovel or broom/dustpan for sediment (if needed).

Pouring

6. Mix concrete in a contained area; handle spills by picking up dust/slurry with wet/dry vac; use shovel or broom/dustpan for sediment (if needed).
7. Contain concrete with forms or other methods during pour.
8. Clean tools (and truck chute if used) using a filter/fabric on the ground in a contained area (slight indentation in the dirt); when cleaning is finished and all the water has drained through the filter, dispose of filter and debris caught by filter in trash.
9. Sweep up any excess debris and bag/trash.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

Use Industry Standards

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Cement Finisher
 Equipment Operator
 Grounds Maintenance Worker
 Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Broom/Shovel/Dustpan
 Concrete Tools
 Container for Mixing
 Filter for Contained Area
 Forms
 Trash Bag
 Wet/Dry Vac

LOCATION OF USE/ACTIVITY

All Parks
 Rights-of-Way

SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Contain and remove as described in procedures.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Lance Allison, Recreation Center Director I
 Mike Benoit, Utility Supervisor
 Pat Segawa, Golf Course Manager
 Paul Sirois, Horticulturist
 Johnny Tully, Grounds Maintenance Manager



BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager ♦
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p>City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY MAINTENANCE</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
<p>BEST MANAGEMENT PRACTICE (BMP) EXCAVATION/CONTAINMENT/CLEANUP OF DIRT/SOIL/SAND/MULCH/DECOMPOSED GRANITE(DG)/GYPSUM</p>			

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Pile excavated or delivered dirt/soil/sand/mulch/decomposed granite on tarps, mats, wood, etc., in location away from storm drain. If pile is to stay and be used periodically, be sure storage area is away from storm drain.
4. Use sand or gravel bags, or a silt fence (if dirt over 12 inches or on slope), or other containment enclosure (k-rails, concrete block walls), and tarp to cover the pile to contain dirt/soil/sand/mulch/decomposed granite if chance of runoff into storm drains.
5. Sweep dirt/soil/sand/mulch/decomposed granite from hardscape daily to appropriate area (playground, shrub bed, turf, etc.).
6. When project is completed or pile depleted, completely clean area of all dirt/soil/sand/mulch/decomposed granite by sweeping and depositing in trash bag or bucket, or use at an alternate site.
7. Protect dirt/soil/sand/mulch/decomposed granite from blowing if transporting (use tarp or similar material).
8. When using gypsum, apply away from storm drain, sweep excess off hardscape onto the turf. If loading into hopper/spreader, sweep up spills and dispose of in trash or reuse.
9. At conclusion of activity, visually inspect storm drain, clean up debris, remove bags, socks or covers.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

Follow CAL TRANS concerning covering load during transportation

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Assistant Recreation Center Director	Lead Cemetery Groundskeeper
Equipment Operator	Light Equipment Operator
Equipment Technician	Nursery Gardener
Golf Course Superintendent	Park Ranger
Greenskeeper	Recreation Center Director
Greenskeeper Supervisor	Recreation Leader
Grounds Maintenance Worker	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Public Service Worker, Volunteer, Workfare

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Broom/Bucket/Shovel/Dustpan	Mat or Wood
Concrete Block	Silt Fence
Hopper/Spreader, if needed	Tarp or Plastic Cover
K-Rail	Trash Bag

LOCATION OF USE/ACTIVITY

Cemetery
Open Space
Parks
Public Rights-of-Way

SURFACES AFFECTED

Asphalt
Concrete
Dirt
Gravel
Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat cleanup procedure.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff



Mike Benoit, Utility Supervisor
Kevin Jampa, Utility Supervisor
Paul Kilburg, Senior Park Ranger
John Mellein, Nursery Supervisor
Henry Mendibles, Senior Park Ranger
Donald Pio, Grounds Maintenance Manager
Kathy Puplava, Horticulturist
Mike Ruiz, Senior Park Ranger
Pat Segawa, Golf Course Manager
Paul Sirois, Horticulturist
Johnny Tully, Grounds Maintenance Manager
Becky Yzaguirre, Area Manager II

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager ♦
Joy Newman, Environmental Services
Margaret Ransom, Training Coordinator
Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY MAINTENANCE</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) REMOVAL OF GLASS, ALUMINUM, METALS, PAPER, AND PLASTIC DEBRIS (LITTER)</p>		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks if the pollutant is a liquid; or cover the storm drain if airborne).
3. Use pick-up stick, shovel, broom, dust pan, rake, to pick up glass/aluminum/metal/paper and plastic, and put in trash bag or bucket; if handling, use appropriate personal protective equipment.
4. Dispose of debris in appropriate recycle bin or trash container.
5. Post "Do Not Litter" and "Recycle" signs in appropriate areas.
6. At conclusion of activity, visually inspect storm drain, clean up any debris from activity; remove bags, socks or covers if used.

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) every time picking up debris (daily).</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY San Diego Municipal Code</p> <p>DEPARTMENT POLICY No written policy at this time</p> <p>BEST MANAGEMENT PRACTICE See ILLEGAL DUMP</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Area Manager	Pool Guard
Assistant Recreation Center Director	Recreation Aide
Custodian	Recreation Center Director
Greenskeeper	Recreation Leader
Grounds Maintenance Manager	Recreation Specialist
Grounds Maintenance Worker	Supervising Recreation Specialist
Lead Cemetery Groundskeeper	Swimming Pool Manager
Nursery Gardener	Utility Worker
Park Ranger	

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Public Service Worker, Volunteer, Workfare

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Broom/Shovel/Dustpan	Rake
Bucket	Trash Bag
Pick-up Stick	

POSSIBLE LOCATIONS OF USE/ACTIVITY

All Recreation Sites
 Buildings
 Open Space Areas
 Parks
 Pools

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat cleanup procedure.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**

Angelina Allen, Recreation Center Director II
 Kevin Jampa, Utility Supervisor
 Mona Najimy, Recreation Center Director III
 Mary Ngai, Area Manager II
 Jake Orbin, Grounds Maintenance Manager
 Bill Overstreet, Grounds Maintenance Supervisor
 Mike Rodrigues, Area Manager II
 Ken Rundle, Supervising Recreation Specialist
 Dennis Simmons, Senior Utility Supervisor
 Johnny Tully, Grounds Maintenance Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager ♦
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
 San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101